Ball State aspires to be the model of the most student-centered and community-engaged of the 21st century public research universities, transforming entrepreneurial learners into impactful leaders—committed to improving the quality of life for all.
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* The terms workload and load are used interchangeably in this handbook.
Part I.

The faculty workload reporting in Banner (INB) helps keep a record of faculty activities. The system allows each academic department to enter teaching and non-teaching activities that occur each fall, spring, and summer semesters, and enables the Office of Institutional Effectiveness to measure the effort devoted to various types of faculty activities and report on departmental productivity to department chairs, college deans, and the Provost. During fall and spring semesters, a report is completed for all Regular, Full-Time Contract, and Part-Time Contract faculty as well as doctoral fellows and graduate assistants. The load data entry also includes college associate deans and administrators* who are teaching during that period.

*No FTE should be assigned to staff/professional’s administrative functions that are not related to instruction/teaching.

Human Resources has requested we make some changes to the faculty load reporting process to accommodate mandated federal reporting for the Affordable Care Act. As a result, starting summer 2015 we begin collecting data for the summer terms, and fall semester reporting must be completed by late September to comply with federal regulations. Below are the three deadlines established for the faculty FTE reporting process:

March 1 – spring semester FTE reporting deadline;

August 1 – summer semester FTE reporting deadline;

September 25 – fall semester FTE reporting deadline;
How to Enter Faculty Load in INB

To enter faculty workload, you need to log in to your BSU account and select Internet Native Banner (INB). Once logged into INB, the faculty load process consists of three steps. The following sections describe the purpose of each Banner form and the data that must be entered on each form. In order to complete a load report for each employee, the steps noted below must be completed sequentially.

Step 1: SIAINST - Faculty/Advisor Information Form

In INB, go to the Student [*STUDENT] folder, select the Faculty Load [*FACULTY] sub-folder and look for the Faculty/Advisor Information [SIAINST] form, second from top; OR type SIAINST in the Go To box and press Enter.

The SIAINST form is used to enter and maintain faculty information. Prior to being able to load a faculty member, or a GA, the following information needs to be completed using the form:

ID – enter an instructor’s ID number
Term – enter the effective term for which the data are to be viewed or updated, and press Next Block (ninth icon to the right of the save button on top of the screen)
From Term – enter an instructor’s hire/start term at the university
Status – select Active
Faculty – the box must be checked prior to being assigned to teach a course

If a GA,

Category – select GRAD

Once the above fields are entered, press the save button (blue diskette) on top left of the screen (See Figure 1).

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1 Please, note that information provided in Step 1 should be completed for you by Academic Systems as part of the EPAF process. Step 1 is presented here for documentation purposes only.
If an instructor is teaching a course, it must be added to the SSASECT form, which leads us to Step 2.

Step 2: SSASECT - Schedule Form

In INB, go to the Student [*STUDENT] folder, select the Class Schedule [*SCHEDULE] sub-folder and look for the Schedule [SSASECT] form, first from top; OR type SSASECT in the Go To box and press Enter.

You use the SSASECT form to create course sections for a particular term. Be sure to complete the Course Section Information and the Meeting Times and Instructor sections of the form. The SSASECT form will update the SIAASGN faculty assignment form, where faculty load is entered, when instructors are assigned to sections (see Figure 2).

---

*Step 2 is completed a few months prior to the faculty load data entry in INB and done by individual departments.*
Figure 2. SSASECT Schedule Form

Step 3: SIAASGN - Faculty Assignment Forms

An instructor must exist on the SIAINST form prior to appearing on the SIAASGN form. Additionally, if an instructor is teaching a course, it must be added to the SSASECT form prior to assigning workload on the SIAASGN form. The same procedure applies to GAs - as well as any administrator/staff member who teaches a course - who must also be assigned load every fall, spring, and summer semesters. Please, contact Academic Systems if you are unable to enter load for your GAs as, oftentimes, it is an indication that they are not coded on the SIAINST form.

In INB, go to the Student [*STUDENT] folder, select the Faculty Load [ *FACULTY] sub-folder and then select the Faculty Assignment [SIAASGN] form, fifth from top; OR type SIAASGN in the Go To box and press Enter.

*SIAASGN is a Banner form where faculty load is entered each semester by individual departments.*
Step 3 consists of three parts: (1) entering credit hour workload for teaching assignments (if any); (2) entering credit hour workload for non-teaching assignments (if any); and (3) checking the workload summary. Thus, depending on an instructor’s workload each semester, you will enter credit hour load using two forms to document the range of instructional and non-instructional activities.

The instructional SIAASGN form, where all course sections an instructor is assigned to are listed, is used to document instructional or teaching load as well as any overload and load-averaging. The non-instructional SIAASGN form allows you to document non-instructional or non-teaching load (e.g. teaching support, research, public service, administration, etc.). The SIAASGN Faculty Workload Summary form contains a summary of all instructional and non-instructional credit hour load entered as well as an automatically calculated term FTE.

SIAASGN Instructional Assignment Form

This is the first form that appears after typing SIAASGN in the Go To box in Banner. To assign workload for teaching assignments, enter an instructor’s BSU ID number, select the term, and then press Next Block (ninth icon to the right of the save button on top of the screen). If the instructor is assigned to/teaching a course section in the selected term, the course section information will automatically be loaded from the SSASECT form.

In this form, you will need to enter a credit hour load value for each section in the Override Workload field.* The FTE value will be automatically calculated taking into account the Calculated Workload and Percent Responsibility fields. For instance, if the instructor’s load is 3 credit hours at 100% responsibility, the FTE will equal 0.25. However, if the load is 3 credit hours at 50% responsibility, the FTE will equal 0.125.

The Assignment Type is selected only if there is paid overload (OL) or load averaging (LA) over the academic year. Load averaging is selected at any section of a given term for both terms. Both OL and LA codes are to be used on the instructional form only.

Additionally, if a faculty member is teaching cross listed courses (e.g. SOC 441/SOC 541), and you get the error message that reads “instructor schedule conflict”, check the Override Conflicts box to resolve the issue. Do NOT forget to save the form before exiting (see Figure 3).

*Please do NOT leave the field blank. If you are not assigning any load to a section, be sure to enter a 0.
SIAASGN Non-Instructional Assignment Form

To open the non-instructional form, go to **Options** on top of the screen and select **Faculty Non-Instruct Assignment**. All non-teaching assignments should be entered in this form. Be sure to ONLY complete the following fields (see Figure 4):

- **Workload**
- **College**
- **Department**
- **Assignment Type**

*The FTE value will be automatically calculated* based on the credit hour workload value entered. Do **NOT** forget to save the form before exiting the window. **Please be sure not to use the N, I, OL, LA, and OLLA assignment type codes in this form.**

If there are no course sections assigned to an instructor or GA in a given term, a warning message may pop up saying “**Active faculty workload rules not defined for this term**”. Disregard it and proceed to the non-instructional form where you will still be able to enter load for non-instructional
assignments. Keep in mind that you will not be able to access the Faculty Workload Summary form if there are no course sections assigned to the instructor in a given term.

Figure 4. SIAASGN Non-Instructional Assignment Form
SIAASGN Faculty Workload Summary Form

Once both the instructional and non-instructional forms have been completed, go to Options and select Faculty Workload Summary (see Figure 5).

For fall and spring semesters, the assigned workload for a full-time instructor is usually 12 credit hours which translates to 1.00 Full-time Equivalent (FTE). The assigned workload for a full-time GA is 6 credit hours which translates to 0.50 FTE.

Summer’s load does not necessarily have to equal 1.00 FTE for all faculty as most of them are 9 month employees. Department chairs/ school directors and associate deans, however, will carry the same load as they do in the fall and spring semesters, because they are 12 month employees and so their summer load must equal 12 credit hours or 1.00 FTE. If your department chair changes on July 1, be sure to prorate administrative load for both chairs - the one prior to July 1, and the one starting July 1.

Subsequently, each activity performed by a full-time instructor (whether teaching or non-teaching) receives a fraction of 12 credit hours or 1.00 FTE per semester. There are cases where it is expected for a full-time instructor to have an FTE of less than or greater than 1.00. For instance, when a faculty member is paid an overload for a course, then you would expect his or her semester FTE to be greater than 1. When an instructor is load averaging, his or her semester FTE will be either greater than 1 in the semester they are carrying a heavier teaching load or less than 1 in the semester with reduced teaching load.

Figure 5. SIAASGN Faculty Workload Summary Form
Examples of Assignment Categories

**Load for teaching assignments** is always entered on the SIAASGN Instructional Assignment form.

**Teaching** – all credit and non-credit hour generating classes taught by the instructor. It is usually a face to face instruction of BSU students. This also includes online courses.

**Load for non-teaching assignments** is always entered on the SIAASGN Non-Instructional Assignment form.

1. **Teaching Support (TS)** – an activity that is directly associated with the instruction of BSU students. Some of the examples are:
   - Course preparation
   - Grading (GAs)
   - Supervising student teachers
   - Curriculum development
   - On-line course development
   - Lab supervisor
   - Coaching ensembles, band, etc.

2. **Research** – scholarly activities or creative endeavors undertaken in support of the university mission.
   - **General Fund (RESG)** – Scholarly activities funded internally by the University. Some of the examples are:
     - CERES Fellow
     - Endowed Chair assigned time for research
     - Distinguished Professor assigned time for research
     - Departmental research assignment
     - Funded research – General Fund grants or Cost-sharing
   - **External Fund (RESE)** – Scholarly activities funded by external agencies or foundations. Some of the examples are:
     - NSF Grants
     - ICOMM Grant
     - USDE Title II Grants
     - USDE PT3 Grant
     - Lumina Foundation Grant
     - Kaufman Entrepreneurship
     - Lilly Endowment Grants
3. **Public Service** – activities undertaken for the service of the community at large, usually not involving BSU student participation for credit. Some of the examples are:

   A. **General Fund (PSGF)** and B. **External Fund (PSEF)**
   
   Some of the examples are:
   
   - United Way
   - Lectures to the general public
   - Community projects
   - Study council
   - Planetarium Director
   - Journal Editor

4. **A. Department Level Administration (GDEP)** – duties carried out in support of the department administration, management of department programs, and other major departmental committees. Some of the examples are:

   Department Chair
   - Assistant or Associate Chair
   - Faculty Administrative Assistant
   - Program Director
   - Associate Director
   - Graduate Program Coordinator
   - Undergraduate Program Coordinator

B. **College Level Administration (GCOL)** – duties carried out in support of college administration, program coordination, and other college non-teaching activities. Some of the examples are:

   - Archives Coordinator
   - Guest Lecture Series Coordinator
   - Assistant to the Dean for Graduate Programs
   - Diversity Coordinator
   - P&T Committee Member/Chair

C. **University Level Administration (GUNI)** – duties performed in support of university-wide initiatives. Some of the examples are:

   - Greening of Campus assigned time
   - Radiation Safety Officer
   - Writing Competency Director
   - Academic Research Project Development Specialist
   - University Senate Chair
   - Special task force/committee chair or member
5. **Advising and other (OTHR)** – includes advising, paid sick leave, and other activities that cannot be included in any of the other categories. Some of the examples are:

- Undergraduate advising
- Graduate advising
- New Faculty Academy
- Paid medical/sick/maternity leave

6. **Special Leave (SL)** – only includes paid leave on sabbatical. Please, note, that half-time academic year sabbatical should be treated as full-time reduced pay leave. Thus, the faculty member should still be loaded at 1.00 FTE in fall and spring semesters.

### Table 1. INSTRUCTIONAL Assignment Types ONLY

<table>
<thead>
<tr>
<th>INB Code</th>
<th>Assignment Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA</td>
<td>Load Averaging</td>
<td>Place on any section level for both semesters</td>
</tr>
<tr>
<td>OL</td>
<td>Teaching-Overload</td>
<td>Place on a section level</td>
</tr>
<tr>
<td>OLLA</td>
<td>Teaching Overload and Load Avg</td>
<td>Place on a section level</td>
</tr>
</tbody>
</table>

### Table 2. NON-INSTRUCTIONAL Assignment Types ONLY

<table>
<thead>
<tr>
<th>INB Code</th>
<th>Assignment Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS</td>
<td>Teaching Support</td>
<td>Course/curriculum development; grading</td>
</tr>
<tr>
<td>RESE</td>
<td>Research-External Fund</td>
<td>All grant activities administered through SPO should be recorded as RESE, grants buy-out</td>
</tr>
<tr>
<td>RESG</td>
<td>Research-General Fund</td>
<td>Grants activities funded by the university</td>
</tr>
<tr>
<td>GCOL</td>
<td>Governance-College Level</td>
<td>College committee (e.g. P&amp;T)</td>
</tr>
<tr>
<td>GDEP</td>
<td>Governance-Departmental Level</td>
<td>Chairperson, assistant chair, program director</td>
</tr>
<tr>
<td>GUNI</td>
<td>Governance-University Level</td>
<td>University committee (e.g. University Senate)</td>
</tr>
<tr>
<td>PSEF</td>
<td>Public Service-External Fund</td>
<td>Service/program outside University (workshop, etc.), service to the community at large (and not involving BSU students participation for credit)</td>
</tr>
<tr>
<td>PSGF</td>
<td>Public Service-General Fund</td>
<td>Workshops on campus, service to the community at large (and not involving BSU students participation for credit)</td>
</tr>
<tr>
<td>SL</td>
<td>Special Leave</td>
<td>Paid sabbatical ONLY</td>
</tr>
<tr>
<td>OTHR</td>
<td>Advising and Other</td>
<td>Academic advisor, paid leave (medical/sick/maternity)</td>
</tr>
</tbody>
</table>

!!!DO NOT USE THE ASSIGNMENT TYPES “I” AND “N” ON EITHER OF THE FORMS!!!
General University Policies Regarding Faculty Load

1. **FTE formula** = \((\text{Calculated Workload} \times \text{Percent Responsibility})/12 \text{ credit hours}\)

2. Term FTE for a **full-time instructor** usually equals 1.00 in fall and spring terms, which is equivalent to an assigned 12 credit hour workload, except when an instructor carries a paid overload or is load-averaging over the academic year.

3. Term FTE for a **full-time GA** usually equals 0.50 in fall and spring terms, which is equivalent to an assigned 6 credit hour workload.

4. The SIAASGN faculty assignment forms must be completed for **every active instructor** in the department.

5. In the event that a faculty member is out on **paid sick leave** during the semester, the **assigned workload must be prorated** to the number of weeks he/she worked. For example, if a full-time instructor teaches four 3 credit hour classes and is out on paid sick leave for 4 (out of 16) weeks, he/she should be assigned 12/16 of 3 credit hours (i.e., a **workload of 2.25**) for each course. The total teaching load for four courses will then equal 9 credit hours (2.25 x 4) The remainder 3 credit hour load will need to be entered under OTHR (paid sick leave) on the non-instructional form. In addition, whoever picks up the load for those 4 classes for the period of 4 weeks will also need to get prorated load for teaching them.

6. Instructors who are on **grant activities** for an entire semester receive a 12 credit hour workload. Instructors who are on **special leave (sabbatical)** receive 1.00 FTE except for when it is without pay. In this case, you would still load them in Banner but with 0.00 FTE assigned. Instructors who are on any **medical leave without pay** receive 0.00 FTE. You do not need to enter that in Banner.

7. **Part-time faculty** are those faculty with less than a full-time appointment in the department for the academic year or term. **Administrators/professional staff** outside of a department or college, who are compensated for their teaching assignment, are also considered part-time. As a rule, **term FTE for a part-time instructor** equals 0.50, which is equivalent to an assigned 6 credit hour workload. However, depending on the **nature of a contract**, term FTE can vary between 0.25 (a quarter time) and 0.75 (3 quarters of time). If a part-time instructor gets an extra assignment and compensated for it on top of the contract he/she is on, you would consider it an overload and select an OL indicator on the instructional form.

8. **Department chairs and school directors** normally get a 6 credit hour (0.50 FTE) load for their **department-level administration (GDEP)** in fall and spring semesters. All department chairs are 12 month employees, therefore, **their fall, spring, and summer load should equal 12 credit hours (1.00 FTE)**.
9. A chairperson's load may exceed 1.00 FTE per semester, but *is not considered an overload.*

10. All associate deans are 12 month employees, therefore, *their fall, spring, and summer load should equal 12 credit hours (1.00 FTE).* If they do not have any teaching or research assignments, then they will need to be loaded for their **college-level administration (GCOL).**

11. **Every course** taught in the department *including off-campus classes* should be included in the assignment reports.

12. **Overloads:** faculty who receive assigned time for research will not receive paid overloads during the same semester in which the research time is granted. Exceptions to this policy must have the approval of the College Dean.

13. **Load Averaging:** full-time faculty can adjust *their teaching and research load between semesters of the same academic year.* Sometimes this causes a full-time faculty member to carry an unpaid overload one semester (i.e., over 1.00 FTE) and less than a full load (i.e., less than 1.00 FTE) in the other, thus averaging load over two semesters. This policy has different implications for different colleges, so following and tracking of load averaging is at the discretion of the College Dean and the Department Chair.
Part II.

How to Run Load Reports in Argos

1. Go to my-bsu.edu and log in
   
a. Choose Banner folder on top left 
   b. Choose Argos Developer and log in with your BSU credentials.
      i. If you don’t have access, please, email Missy Adkison at madkison@bsu.edu

2. In Argos Developer, go to the Shortcuts tab

3. Look in the Shared Shortcuts (bottom half) and double click the Super Admins folder
4. There are six reports:

   a. Academic Assignment Report – Current & Past Employees*
      i. Use this report for all current and past employees, including paid GAs.

   b. Academic Assignment Report – Current Employees
      i. Use this report for all current employees even if they had FTE in a previous semester. This also includes paid GAs.

   c. Academic Assignment Report – Non-Employee GA
      i. Use this report to pull data for non-paid GAs.

   d. Academic Assignment Report – Past Employees
      i. Use this report for any past employees that do not show in the current employee listing.

   e. Academic Assignments – FTE Current & Past Employees Report*
      i. Use this report to get an extract (CSV file/spreadsheet) of all instructional and non-instructional details for current and past employees, including paid GAs.

   f. Academic Assignments – FTE Current Employees Report
      i. Use this report to get an extract (CSV file/spreadsheet) of all instructional and non-instructional details for current employees only. This also includes paid GAs.

5. To run the Academic Assignment Report - Current & Past Employees, Current Employees, Non-Employee GA, or Past Employees - select the report and double click on it or click the Execute button on the right side of the screen:

   a. Select the Term of FTE
   b. Search for the department
      i. Use the search box to enter all or part of the department’s name
   c. Select the department or departments (by holding the Ctrl key) that you want to see in the employee listing
      i. You may want to select your main department and run that report then go back and select extraneous departments to get individual employees outside your main department
   d. Select the employee or employees that you want to see in the report
      i. You can select the first name listed, hold the Shift key, scroll to the bottom of the list, and select the last name listed to select all names, or hold the Ctrl key to select random names

*Recommended reports to use
e. Click the Get List button to populate the Instructional and Non-Instructional quick view results boxes

OR

f. Click the preview (paper with magnifying glass) or save (blue disket) icon on top of the screen to generate the report
   i. When you preview the report, you will have the options to print or save. This report is saved by default as a PDF.
   ii. When you save the report, it is also saved by default as a PDF.
Example*:

<table>
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<tr>
<th>DEPT</th>
<th>CRN</th>
<th>COURSE</th>
<th>SCTN</th>
<th>LOC</th>
<th>CR</th>
<th>ENRL</th>
<th>DAYS</th>
<th>HOURS</th>
<th>WORK LOAD</th>
<th>FTE</th>
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<td>Journalism</td>
<td>14291</td>
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<td>1600 - 1650</td>
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<td>21</td>
<td>W</td>
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</table>

Total Teaching: 6  0.48

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<td>OTHR - Advising and Other</td>
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<td></td>
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<td>0.5</td>
</tr>
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</table>

Total Non-Teaching: 6  0.5

Total Workload and FTE: 12  0.98

6. To run the Academic Assignments – FTE Current & Past Employees Report or FTE Current Employees Report - select the report and double click on it or click the Execute button on the right side of the screen:

   a. Select the Term of FTE
   b. Search for the department
      i. Use the search box to enter all or part of the department’s name
   c. Select the department or departments (by holding the Ctrl key) that you want to see in the employee listing
      i. You may want to select your main department and run that report then go back and select extraneous departments to get individual employees outside your main department
   d. Select the employee or employees that you want to see in the report
      i. You can select the first name listed, hold the Shift key, scroll to the bottom of the list, and select the last name listed to select all names, or hold the Ctrl key to select random names

*Argos does not round up as INB does, which is why you may see 1.00 FTE in INB while 0.98 in Argos.
e. Click the Get List button to populate the Instructional and Non-Instructional quick view results box

OR

f. Click the create and launch (green-looking ring) icon to generate the report
   i. When you create and launch the report, you will be prompted to save the CSV file on your computer, but it will also open with Excel.
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<thead>
<tr>
<th>A</th>
<th>B</th>
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<td>W</td>
<td>1600</td>
<td>1650</td>
<td>Strauss, Jc</td>
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</tr>
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<td>JOUR</td>
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Example: